

NATIONAL WEATHER SERVICE INSTRUCTION 1-708

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Administration and Management

Administrative Controls

National Weather Service Personal Property Program

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

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1. Introduction: This procedure gives guidance to National Weather Service (NWS) employees on purchasing, maintaining and excessing (surplusing) personal property in their possession. This procedure follows Department of Commerce and NOAA policies and provides information on purchasing, maintaining and excessing NWS equipment for employees benefit.

All NWS employees are responsible for equipment assigned to them.

1.1 NOAA Policy: The NOAA property handbook can be found at:
http://www.pps.noaa.gov/New_menu/ppmanualmain.htm. Policies for all roles of responsibility may be found at this website also.

1.2 NWS Procedure: NWS follows all NOAA procedures and policies found in the NOAA Property Handbook. Property Custodians/Property Contacts (PC) must maintain inventories. Custodians must be notified of all changes to the status of any piece of equipment. Each office should determine which employee best fits these roles and who will fulfill the responsibilities set forth by NOAA.

2. Purchasing Equipment: After determining that equipment needs to be purchased, and after following purchase card or purchase order (PO) procedures for purchasing, employees will contact their Property Custodian. Custodians must be made aware of the expected arrival of equipment for inventory purposes.

2.1 Determining the Correct Object Class: If the purchase of equipment was made by PO, the correct object class should have already been determined. If the purchase was made by purchase card, the cardholder will need to determine the object class in order to reconcile correctly in the Commerce Purchase Card System (CPCS). The cardholder must use an object class from the 3100 category for personal property. If the cardholder is not sure which object class to use, it is advised that the cardholder check with their budget office. See Attachment A for a list of equipment object classes.

2.2 Barcoding Equipment: Property must be barcoded for inventory purposes. The barcode, serial number, model number and location must be documented by the purchaser not only on purchasing documents, but property documents as well. Once the PC is notified, this information is used for entry into the Sunflower System, prior to the equipment being deployed, put into service, or delivered to the purchaser. To maintain proper tracking, the barcode should be placed on the receiving documents as well as being used during purchase card reconciliation in CAMS.

2.3 NOAA Property Sunflower Systems-Lifecycle Asset Management: NOAA Property utilizes the Sunflower Systems-Lifecycle Asset Management to manage all property within NOAA. NOAA selected this system in order to optimize asset tracking, help drive strategic sourcing and supplier initiatives for controlling costs, and increases budget projection accuracy with detailed expenditure tracking. Sunflower enables organizations to confidently adhere to Federal Acquisition Regulations (FAR), Federal Property Management Regulations (FPMR) and the Joint Financial Management Improvement Program (JFMIP). Some of the benefits of Sunflower are:

- Optimize management, finance and procurement processes
- Track all assets equally across their entire lifecycle
- Achieve compliance with all requirements including Section 508

2.4 Purchases made with Purchase Card: If a purchase is made by purchase card, and the purchase cardholder is not the PC, then the purchase cardholder is responsible for supplying the PC with a copy of their bankcard statement when it is received from Citibank, and with a copy of the invoice. The purchase cardholder will also need barcode information from the PC in order to complete the property section in CPCS when reconciling. Therefore, the two positions must work together to complete the necessary submission to Sunflower correctly.

2.5 Purchases made with Purchase Order: If a purchase is made by PO, the requisitioner is responsible for supplying the PC with a copy of the PO and the necessary information on the location of the equipment. If multiple items are purchased, and a distribution listing is used, all locations listed should be sent a copy of the Purchase Order. This enables reconciliation to proceed and allow fewer items to end up on the UPR. The PC should also be informed when the property has been accepted so the submission in Sunflower may be filed in a timely manner. The requisitioner should put the Custodian/Steward number on the requisition to ensure the equipment is placed on the correct inventory.

3. Maintaining Equipment: Once equipment has been placed in the possession of an employee, it is their responsibility to see that it is protected or that the PC is informed when it is moved or

exchanged or turned in for excessing. All these situations require contact with the PC for inventory purposes.

3.1 Moving Equipment: If a piece of equipment is moved due to an employee relocating, the employee or Information Technology (IT) specialist should inform the PC for inventory purposes. If the IT specialist submits the information via the Sunflower System, the PC should still be informed.

3.2 Exchanging Equipment: If a piece of equipment is moved due to exchange (whether returned to the vendor or exchanged with another piece of equipment) the employee or IT specialist should inform the PC for inventory purposes. If the IT specialist submits the information via Sunflower, the PC should still be informed.

4. Excessing (Surplusing) Equipment: If it has been determined that equipment should be excessed (surplused), contact your PC. The PC will take care of the necessary steps to have the equipment removed correctly. The employee should not remove the equipment from its location. The PC will take responsibility and process the requests and changes via the Sunflower System.

Attachment A – Equipment Object Classes

3X-XX-XX-XX ACQUISITION OF PROPERTY, PLANT AND EQUIPMENT

31-XX-XX-XX EQUIPMENT

Charges for personal property of a nonexpendable nature. Includes charges for services in connection with the initial installation of equipment when performed as part of the acquisition cost. Equipment object classes consist of equipment that is capitalized (object categories 31-1X-XX-XX and 31-3X-XXXX) and equipment that is not capitalized (object class category 31-2X-XXXX). Both are recorded in the personal property system (i.e., property records).

31-09-00-00 RETAINMENT/HOLDBACK OF A PORTION OF A CONTRACTUAL PAYMENT CHARGED TO AN OBJECT CLASS IN THE 31-XX-XX-XX SERIES (Converted FIMA holdback amounts)

Includes all payments withheld from contractors until satisfactory completion of work, as provided in contractual agreements.

31-1X-XX-XX CAPITALIZED EQUIPMENT (DEPRECIABLE)

Equipment purchased, or issued from inventory, at a cost of \$200,000 or more per item with a useful life of two years or more. Excludes off-the-shelf ADP software valued at less than \$200,000.

31-10-00-00 INVENTORY - NATIONAL LOGISTICS SUPPORT CENTER

Includes equipment which meets or exceeds the capitalization threshold, per item, purchased by the National Logistics Support Center for inventory. These items will be capitalized when issued using the object class code that corresponds to the type of item being issued. (i.e., 31-11-00-00, 31-12-00-00, 31-13-00-00, etc.)

31-11-00-00 SATELLITES - CAPITALIZED

Includes costs to build and launch weather satellites and to make them operational. Note: Prior to FY 2000 this object classification code recorded office furniture and equipment.

31-11-10-00 SATELLITES UNDER CAPITAL LEASE

Provides for the capitalization of the present value of total lease payments for satellites.

31-12-00-00 ADP EQUIPMENT - CAPITALIZED

Includes computer and all associated peripheral devices used for data processing costing \$200,000 or more per item. Includes supercomputers, mainframes, mini-computers, RISC-based work stations; ancillary equipment such as disk and tape drives, plotters, printers, storage and back-up devices cable-connected to computers; digital imaging equipment; optical storage and/or retrieval equipment such as optical character recognition devices, and computer-generated microfilm and other data acquisition devices. Excludes telecommunications and data communications devices (use object class 31-16-00-00).

31-12-10-00 ADP EQUIPMENT UNDER CAPITAL LEASE

Provides for the capitalization of the present value of total lease payments for ADP equipment.

31-13-00-00 AIRCRAFT - CAPITALIZED

Includes fixed wing and rotary aircraft, gliders, drones, and permanently installed aircraft components such as auxiliary fuel tanks, pylons, radar domes, etc., and upgrades which meet the capitalization threshold and extend the useful life and/or service capability of the aircraft. Excludes repairs and maintenance.

31-13-10-00 AIRCRAFT UNDER CAPITAL LEASE

Provides for the capitalization of the present value of total lease payments for aircraft.

31-14-00-00 SHIPS AND SMALL CRAFT - CAPITALIZED

Includes complete ships, small craft, pontoons, floating docks, dredges, and upgrades which meet the capitalization threshold and extend the useful life and/or service capability of the ship or craft. Excludes repairs and maintenance.

31-14-10-00 SHIPS AND SMALL CRAFT UNDER CAPITAL LEASE

Provides for the capitalization of the present value of total lease payments for ships and small craft.

31-15-00-00 MOTOR VEHICLES - CAPITALIZED

Includes trucks, cars, tractors, trailers, and any other motor propelled vehicle (except ships and aircraft) which are capitalized.

31-15-10-00 MOTOR VEHICLES UNDER CAPITAL LEASE

Provides for the capitalization of the present value of total lease payments for motor vehicles.

31-16-00-00 TELECOMMUNICATIONS EQUIPMENT -CAPITALIZED

Includes communication, detection, coherent radiation equipment, complete telephone systems, radio, and television communication equipment, radar assemblies, thermal and other radiation imaging systems, communication security equipment, satellite tracking devices, data collection devices, antennas, radio navigation devices, sonars, radiosondes, intercommunications and public address systems, fathometers and sonar equipment, visible and invisible light communications equipment, and other miscellaneous communications equipment.

31-16-10-00 TELECOMMUNICATIONS EQUIPMENT UNDER CAPITAL LEASE

Provides for the capitalization of the present value of total lease payments for motor vehicles.

31-17-00-00 OTHER CAPITALIZED PROPERTY

Includes all other capitalized property not otherwise classified.

31-17-10-00 OTHER CAPITALIZED PROPERTY UNDER CAPITAL LEASE

Provides for the capitalization of the present value of total lease payments for other property.

31-18-00-00 CAPITALIZED, TRADE-IN ALLOWANCE

31-19-00-00 ADP AND TELECOMMUNICATIONS SOFTWARE – CAPITALIZED

Includes commercial off-the-shelf software and firmware costing more than \$200,000 with a useful life of 2 years or more: systems programs, application programs, independent subroutines, related groups of routines, sets or systems of programs, data bases, software documentation, and internally and externally developed software.

31-19-10-00 ADP AND TELECOMMUNICATIONS SOFTWARE UNDER CAPITAL LEASE

Provides for the capitalization of the present value of total lease payments for ADP and telecommunications software.

31-2X-XX-XX NON-CAPITALIZED EQUIPMENT (NON-DEPRECIABLE)

Includes all personal property and equipment (e.g., desks, tables, chairs, etc.) as well as books for a permanent collection that meet any of the following criteria:

- Costing \$5,000 or more but less than \$200,000 per item regardless of useful life.
- "Sensitive" items (see Commerce Personal Property Management Manual), including firearms, regardless of useful life.

31-20-00-00 NON-CAPITALIZED EQUIPMENT

Includes all other non-capitalized equipment not purchased or issued from inventory, including office furniture costing \$5,000 but less than \$200,000. Office furniture costing less than \$5,000 per item is classified in object class code 26-25-00-00.

31-21-00-00 NON-CAPITALIZED EQUIPMENT FOR INVENTORY

Includes non-capitalized equipment purchased specifically for inventory.

31-22-00-00 NON-CAPITALIZED EQUIPMENT ISSUED FROM INVENTORY

Includes all non-capitalized equipment issued from inventory.

31-23-00-00 NON-CAPITALIZED ADP AND TELECOMMUNICATIONS EQUIPMENT

Includes purchase or lease-to-purchase ADP and telecommunications equipment costing less than \$200,000. ADP and telecommunications equipment is described under object classes 31-12-00-00 and 31-16-00-00, respectively. Charges for maintenance of leased equipment and related training and technical assistance, when significant and readily identifiable in the contract or billing, will be classified under object class category

31-24-00-00 ADP AND TELECOMMUNICATIONS SOFTWARE

Includes charges for internally developed, externally developed, or off-the-shelf software purchases from \$25,000 to \$199,999.99. Software purchased or developed costing \$200,000 or more are classified under OCC 31-19-00-00.

31-3X-XX-XX CAPITAL LEASES (DEPRECIABLE)

Purchases of equipment and other personal property through capital, salestype, and direct financing leases which transfer ownership of the property to the lessee by the end of the lease term or contain an option to purchase the leased property at a bargain price. The personal property must cost \$200,000 or more per item with a useful life of two years or more. These leases are the equivalent of an installment purchase of property and are recorded as an asset.

31-30-00-00 CAPITAL LEASES (EXCLUDING ADP AND TELECOMMUNICATIONS EQUIPMENT)

Includes purchases by capital lease of personal property, other than ADP and telecommunications equipment, valued at \$200,000 or more per item.

31-31-00-00 LEASE-TO-PURCHASE ADP EQUIPMENT

Provides for the capitalization of the present value of total lease payments under lease-to-purchase contracts for ADP equipment.

31-32-00-00 LEASE-TO-PURCHASE TELECOMMUNICATIONS EQUIPMENT

Provides for the capitalization of the present value of total lease payments under lease-to-purchase contracts for telecommunications equipment.

31-50-00-00 PROPERTY PURCHASED FOR ANOTHER ENTITY UNDER A REIMBURSABLE AGREEMENT (EXCLUDES ADP AND TELECOMMUNICATIONS EQUIPMENT)

Includes purchases for another entity under a reimbursable agreement other than ADP and telecommunications equipment.

31-51-00-00 ADP EQUIPMENT PURCHASED FOR ANOTHER ENTITY UNDER A REIMBURSABLE AGREEMENT

Includes purchases of ADP equipment for another entity under a reimbursable agreement.

31-52-00-00 TELECOMMUNICATIONS EQUIPMENT PURCHASED FOR ANOTHER ENTITY UNDER A REIMBURSABLE AGREEMENT

Includes purchases of telecommunications equipment for another entity under a reimbursable agreement.